


State of Missouri  
Office of Administration  
Division of Purchasing & Materials Management  
Public Record Search and Retrieval System  
**Navigation and Searching Instructions page**

1. This site has been established to help the public search and retrieve public records containing bid/solicitation documents and contracts. This site contains only those documents that have been competitively bid by the State of Missouri, Office of Administration, Division of Purchasing and Materials Management.
2. Search mechanisms have been set up that will enable you to search by various keyword values, such as bid number, contract number, vendor number, etc. Please follow these steps in order to search and retrieve documents.
3. The page that is titled Public Record Search and Retrieval System, there is an icon called Get Acorde Plug-In located in the middle of the page. This plug-in should be downloaded so that you will be able to print the entire document, if that is your desire.
4. On this same page, click on the link Please Enter Here . . . Another page will appear with a button that says Log In. Please click that button. This will point you to the page that has two columns of information. The will be listed as My Favorite Searches and My Favorite Links.
5. There are 5 saved searches available under the column heading My Favorite Searches for use in searching for documents. Point your mouse to one of the links and click.
6. Once you are at the document search page you want, type in the number, description, or name (whichever is allowed) and click on Execute in the green menu bar.
7. If you chose the wrong search, you will be able to select another search criteria by using the dropdown box that is titled Select a saved search. When the query type is changed, then the search parameter that is to be filled in will change also. For example, if you use the Search by Bid Number query, then the parameter will be Bid = . If the Search by Contract Number query is used, then the parameter will be Contract = . The exact bid number must be entered in the bid search parameter including the b at the beginning (i.e., b1z00214). The search parameter is not case sensitive. If the contract number query is used, the exact contract number must be entered (i.e., c100214001).
  - a. (Note: Preferred search would be to search by bid number or contract number. Other search parameters could result in a large volume of unwanted documents.)
8. If the correct information was entered, a listing of the documents available for viewing will be listed on your screen called Search Results. If no documents are available, the words **No Records** will appear above the column headings.
9. If a listing of documents appears, you will be able to view the pages that are included in different document types. To view information about the DOCTYPE information, please go to [Document Types](#).
10. To select the viewer, use the drop down box listed beside **View with**. The default viewer is the Acorde Viewer. Other viewers are available, but the other viewers will not allow you to print the whole document at once, only one page at a time.

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11. To view pages in the DOCTYPE listed, using the mouse, put a check mark in the box of the second column beside the row you wish to view, or you can click on the record number listed in the first column of the row you wish to view. If you place the check mark in the box, you will need to click on the **View** on the menu bar.
  - a. (Note: You can choose to view more than one document type a time, by clicking on the box whereby a checkmark is placed in the box.)
12. Use the Prev Page, Next Page links or arrow icons  to navigate through the document. If you have chosen to view more than one document type, then Next Document in the menu bar will also be highlighted.
  - a. (Note: If using other than the Acorde Viewer to view the documents and a “paper with a globe” icon appears under the type column in the Search Results grid, then the Next Comp or Prev Comp buttons must be used to get to other pages.)
13. If you are using the Acorde Viewer then you will be able to print the entire document. Click on the Printer icon on the menu bar. Printer options will appear about which printer to use and pages to print.
  - a. If you chose a different viewer, you will need to use your browser print function to print the pages.
14. The image should appear in a different window, so if you need to go back to the Search Results grid, you can close out of the Image window or you can just choose the browser window that has the grid.
15. To return to the Saved Searches to search for another case, choose the Find>> menu at the top of the page and then choose the drop down choice of Document by Saved Search.
16. Use the Logout option located at the top right corner of the menu, to log out of the system.